

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 302—Relocation Allowances

**PART 302-22—ALLOWANCE FOR TEMPORARY QUARTERS SUBSISTENCE
EXPENSES**

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SUBPART A—GENERAL RULES

- § 302-22.1** **What is the purpose of the TQSE allowance?** The TQSE allowance is intended to reimburse an employee reasonably and equitably for subsistence expenses incurred when it is necessary to occupy temporary quarters.
- § 302-22.2** **Am I eligible for a TQSE allowance?** You are eligible for a TQSE allowance if:
- (a) You are:
 - (1) An employee authorized relocation benefits for a permanent change of station (PCS) under part 302-3 of this chapter; or
 - (2) An employee authorized relocation benefits for a temporary change of station (TCS) under part 302-4 of this chapter;
 - (b) Your new official station (or temporary official station if you are performing a TCS) is located within a nonforeign area; and
 - (c) Your old and new official stations (or temporary official station if you are performing a TCS) are 50 miles or more apart (as measured by map distance) via a usually traveled surface route.

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§ 302-22.3	Who is not eligible for a TQSE allowance?	<p>The following are not eligible:</p> <ul style="list-style-type: none">(a) An employee transferred to a post of duty in a foreign area;(b) An employee performing a TCS to a temporary official station in a foreign area;(c) A new appointee;(d) A student trainee;(e) An employee returning from an assignment outside CONUS to an assignment at his/her place of residence;(f) An employee returning from an assignment outside CONUS for separation from FAA service; or(g) An employee receiving a “last move home” benefit.
§ 302-22.4	Must FAA authorize payment of a TQSE allowance?	No, FAA determines whether it is in the Government's interest to pay TQSE.
§ 302-22.5	Under what circumstances will I receive a TQSE allowance?	<p>You will receive a TQSE allowance if:</p> <ul style="list-style-type: none">(a) Your authorizing official authorizes it before you occupy the temporary quarters (your authorization must specify the period of time allowed for you to occupy temporary quarters);(b) You have signed a service agreement; and(c) You meet any additional conditions your LOB, staff office, or Office of Chief Counsel has established.
§ 302-22.6	Who may occupy temporary quarters at Government expense?	Only you and/or your immediate family may occupy temporary quarters at Government expense.
§ 302-22.7	Where may I/we occupy temporary quarters at Government expense?	You and/or your immediate family may occupy temporary quarters at Government expense within reasonable proximity of your old and/or new official stations. Neither you nor your immediate family may be reimbursed for occupying temporary quarters at any other location, unless justified by special circumstances that are reasonably related to your transfer.
§ 302-22.8	May my immediate family and I occupy temporary quarters at different locations?	Yes. For example, if you must vacate your home at the old official station and report to the new official station and your family remains behind until the end of the school year, you may need to occupy temporary quarters at the new official station while your family occupies temporary quarters at the old official station.

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§ 302-22.9	What methods may FAA use to reimburse me for TQSE?	FAA will reimburse you for TQSE under the actual expense method as provided in subpart B of this part unless it permits the “fixed amount” reimbursement method as provided in subpart C of this part as an alternative. If FAA makes both methods available to you, you may select the one you prefer. Once you elect one method, your decision is irrevocable.
§ 302-22.10	Must I document my TQSE to receive reimbursement?	<p>For fixed amount TQSE reimbursement, you do not document your TQSE. For actual TQSE reimbursement, you must document your TQSE by itemizing each expense and providing receipts:</p> <p>(a) For any single item over \$75 as required by § 301-52.4(b) of chapter 301 of this subtitle; and</p> <p>(b) For all meal and incidental expenses for the period for which you are authorized actual expense TQSE reimbursement, if your meals and incidental expenses for that period exceeds 46 percent of the maximum allowable amount provided in § 302-22.100 of this part.</p>
§ 302-22.11	How soon may I/we begin occupying temporary quarters at Government expense?	As soon as FAA authorizes you to receive a TQSE allowance and you have signed a service agreement.
§ 302-22.12	How is my TQSE allowance affected if my temporary quarters become my permanent residence quarters?	If your temporary quarters become your permanent residence quarters, you may receive a TQSE allowance only if you show in a manner satisfactory to FAA that you initially intended to occupy the quarters temporarily.
§ 302-22.13	May I receive an advance of funds for TQSE?	Yes. FAA may advance the amount of funds necessary to cover your estimated TQSE expenses for up to 30 days. FAA subsequently may advance additional funds for periods up to 30 days.
§ 302-22.14	Are there any other rules which govern payment of my TQSE allowance?	Yes, the rules in part 301-11 govern payment of your TQSE allowance, except as specifically provided in this part.
§ 302-22.15	May I receive a TQSE allowance if I am receiving another subsistence expenses allowance?	No, with one exception. You may receive a cost-of-living allowance payable under 5 U.S.C. 5941 in addition to a TQSE allowance.

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§ 302-22.16 **Am I eligible for a TQSE allowance if I transfer to a foreign area?** No. You may not receive a TQSE allowance under this part when you transfer to a foreign area. However, you may qualify for a comparable allowance under the Standardized Regulations (Government Civilians, Foreign Areas) prescribed by the State Department.

§ 302-22.17 **May I be reimbursed for local transportation expenses incurred while I am occupying temporary quarters?** Generally not. Local transportation expenses are not TQSE, and there is no authority to pay them as such. You may, however, be reimbursed under part 301-10 of chapter 301 of this subtitle for necessary transportation expenses if you perform local official business travel while you are occupying temporary quarters.

SUBPART B—ACTUAL TQSE METHOD OF REIMBURSEMENT

§ 302-22.100 **What am I paid under the actual TQSE reimbursement method?** FAA will pay your actual TQSE incurred, provided the expenses are reasonable and do not exceed the maximum allowable amount. The “maximum allowable amount” is the “maximum daily amount” multiplied by the number of days you actually incur TQSE not to exceed the number of days authorized, taking into account that the rates change after 30 days in temporary quarters. The “maximum daily amount” is determined by adding the rates in the following table for you and each member of your immediate family authorized to occupy temporary quarters:

For	The “maximum daily amount” of TQSE under the actual expense method that...		
	You and/or your unaccompanied spouse may receive is...	Your accompanied spouse or a member of your immediate family who is age 12 or older may receive is...	A member of your immediate family who is under age 12 may receive is...
The first 30 days of temporary quarters,	The applicable per diem rate.	.75 times the applicable per diem rate.	.5 times the applicable per diem rate.
Any additional days of temporary quarters	.75 times the applicable per diem rate.	.5 times the applicable per diem rate.	.4 times the applicable per diem rate.

§ 302-22.101 **May FAA reduce my TQSE allowance below the “maximum allowable amount”?** Yes. If the estimated daily amount of your TQSE is determined in advance to be lower than the maximum daily amount, FAA may reduce the maximum allowable amount to your expected expenses.

§ 302-22.102 **What is the “applicable per diem rate” under the actual TQSE reimbursement method?** The “applicable per diem rate” under the actual TQSE reimbursement method is as follows:

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For temporary quarters located in...	The applicable per diem rate is...
The continental United States (CONUS),	The standard CONUS rate.
A nonforeign area outside CONUS,	The locality rate established by the Secretary of Defense or the Secretary of State under § 301-11.20 of chapter 301 of this subtitle.

§ 302-22.103 **When is the latest that I may begin the period for which I may claim actual TQSE reimbursement?** The period must begin before the maximum time expires for beginning allowable travel and transportation as provided in §§ 302-3.40 through 302-3.47 of this chapter for employees performing a PCS and §§ 302-4.105, 302-4.306, and 302-4.405 of this chapter for employees performing a TCS.

§ 302-22.104 **How long may I be authorized to claim actual TQSE reimbursement?** As follows:

If you are...	Then...
An employee authorized relocation benefits for a PCS,	FAA may authorize you to claim actual TQSE in 30-day increments, not to exceed 60 consecutive days. However, if FAA determines that there is a compelling reason for you to continue occupying temporary quarters after 60 consecutive days, FAA may authorize an extension of up to 60 additional consecutive days. Under no circumstances may you be authorized to claim actual TQSE reimbursement for more than a total of 120 consecutive days.
An employee authorized relocation benefits for a TCS,	FAA may authorize you to claim actual TQSE for a period of 30 consecutive days. FAA will not grant any extensions to the 30 day period.

§ 302-22.105 **How is the period I am authorized to claim actual TQSE reimbursement affected when I perform a househunting trip at Government expense?** Your period for claiming actual TQSE reimbursement will be reduced by the number of days of your househunting trip if you are paid a per diem allowance for you and/or your spouse's househunting trip expenses and by 5 days if you select a fixed amount reimbursement for you and/or your spouse's househunting trip subsistence expenses.

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- § 302-22.106** **What is a “compelling reason” warranting extension of my authorized period for claiming actual TQSE reimbursement?**
- A “compelling reason” is an event that is beyond your control and is acceptable to FAA. Examples include, but are not limited to:
- (a) Delivery of your household goods to your new residence is delayed due to strikes, customs clearance, hazardous weather, fires, floods or other acts of God, or similar events;
 - (b) You cannot occupy your new permanent residence because of unanticipated problems (e.g., delay in settlement on the new residence, or short-term delay in construction of the residence);
 - (c) You are unable to locate a permanent residence which is adequate for your family's needs because of housing conditions at your new official station; or
 - (d) Sudden illness, injury, or death of employee or immediate family member.
- § 302-22.107** **May I interrupt occupancy of temporary quarters?**
- Yes. Your authorized period for claiming actual TQSE reimbursement is measured in consecutive days, and once begun, normally continues to run whether or not you occupy temporary quarters. You may, however, interrupt your authorized period for claiming actual TQSE reimbursement in the following instances:
- (a) For the time allowed for en route travel between the old and new official stations;
 - (b) For circumstances attributable to official necessity such as an intervening temporary duty assignment or military duty; or
 - (c) For a nonofficial necessary interruption such as hospitalization, approved sick leave, or other reason beyond your control and acceptable to FAA.
- § 302-22.108** **What effect do partial days of temporary quarters occupancy have on my authorized period for claiming actual TQSE reimbursement?**
- Occupancy of temporary quarters for less than a whole day constitutes one full day of your authorized period. (However, see § 302-22.111 regarding en route travel.)

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§ 302-22.109	When does my authorized period for claiming actual TQSE reimbursement end?	The period ends at midnight on the earlier of: (a) The day preceding the day you and/or any member of your immediate family occupies permanent residence quarters; or (b) The day your authorized period for claiming actual TQSE reimbursement expires.
§ 302-22.110	May the period for which I am authorized to claim actual TQSE reimbursement for myself be different from that of my immediate family?	No, the eligibility period for which you are authorized to claim actual TQSE reimbursement for yourself and for each member of your immediate family must run concurrently.
§ 302-22.111	What effect do partial days have on my actual TQSE reimbursement?	You may not receive reimbursement under both the actual TQSE allowance and another subsistence expenses allowance within the same calendar day, with one exception: if you claim TQSE reimbursement on the same day that en route travel per diem ends, your en route travel per diem will be computed under applicable partial day rules and you also may be reimbursed for actual TQSE you incur after 6:00 p.m. of that day.
§ 302-22.112	May I and/or my immediate family occupy temporary quarters longer than the period for which I am authorized to claim actual TQSE reimbursement?	Yes, but you will not be reimbursed for any of the expenses you incur during the unauthorized period.

SUBPART C—FIXED AMOUNT REIMBURSEMENT

§ 302-22.200	What am I paid under the fixed amount reimbursement method?	If FAA offers and you select the fixed amount TQSE reimbursement method, you are paid a fixed amount instead of your actual expenses.
§ 302-22.201	For what period of time may I receive a fixed amount reimbursement?	For a period determined reasonable by FAA not to exceed 30 days. No extensions are allowed under the fixed amount method.

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§ 302-22.202	Will FAA reduce the period of time for which I may receive a fixed amount reimbursement by the period of time I perform a househunting trip?	No. Your period will not be reduced regardless of whether FAA pays you a per diem or a fixed amount for your househunting trip expenses.
§ 302-22.203	How do I determine the amount of my payment under the fixed amount reimbursement method?	Multiply the number of days FAA authorizes TQSE by .75 times the maximum per diem rate (i.e., lodging plus meals and incidental expenses) prescribed in chapter 301 of this subtitle for the locality of the new official duty station. Then, for each member of your immediate family, multiply the same number of days by .25 times the same per diem rate. Your payment will be the sum of these calculations.
§ 302-22.204	Will I receive additional TQSE reimbursement if my fixed amount is not adequate to cover my TQSE?	No.